

SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION (BCDC)



DEPARTMENTAL PROMOTIONAL EXAMINATION

SENIOR LANDSCAPE ARCHITECT

IM40 3983

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SENIOR LANDSCAPE ARCHITECT DEPARTMENTAL PROMOTIONAL EXAMINATION BULLETIN

The San Francisco Bay Conservation and Development Commission (BCDC) is a State of California government agency with regulatory and planning responsibilities over San Francisco Bay, the Suisun Marsh, salt ponds, and along the Bay Area's nine-county shoreline. BCDC is guided in its actions by state and federal laws, policies, and regulations including: the McAteer-Petris Act, Suisun Marsh Preservation Act, Coastal Zone Management Act, San Francisco Bay Plan, Suisun Marsh Protection Plan and various special area plans around the Bay. Our 50+ staff takes pride in our high level of professionalism. Staff includes environmental planners, scientists, engineers, attorneys, administrative and information technology professionals.

The Senior Landscape Architect classification is the first full supervisory level. Under general direction, acts upon the most difficult day-to-day technical design decisions; formulates and implements planning procedures for comprehensive landscape architectural and land use planning projects; coordinates the work of a staff comprised of Landscape Architects and others; meets and coordinates landscape architectural projects with community, agency, and departmental leaders; and does other related work.

SALARY

\$9,766 - \$12,223 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for the examination.

Possession of a valid Certificate of Registration as a Landscape Architect issued by the California Board of Landscape Architects. (Applicants who do not possess the required certificate will be admitted to the examination but they must secure the certificate before they will be eligible for appointment.) and Either I Two years of experience in the California state service performing the duties of an Associate Landscape Architect (Specialist).

Or II

Experience: Five years of experience in landscape architectural design or construction work, three years of which shall have been in responsible charge of the planning, design, and programming of major landscape projects. and

Education: Equivalent to graduation from college with major work in landscape architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

DEPARTMENTAL PROMOTIONAL EXAMINATION

This is a Departmental Promotional Examination for the BCDC. Applicants must meet one of the following requirements for admittance to the examination:

1. A permanent civil service appointment with the BCDC as of the final filing date in order to participate in the examination; or
2. Have been employed with Caltrans within the last three years, without a break in State civil service; or
3. A current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
4. A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
5. A person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their CA State Examination Application (STD. 678).

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination. Once you have taken this examination, you may not reapply for 12 months. Candidates that are unsuccessful in the examination must wait six (6) months from the testing date before reapplying to take the examination.

THE EXAMINATION

The examination will consist of a Training and Experience Evaluation, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Education and Experience Evaluation - Weighted 100.00%

Scope of Training & Experience Evaluation, general competitive factors:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

- Principles of landscape architecture, including design and civil engineering as applied to landscape architecture;
- Land use planning, drafting procedures, and practices including computer-aided design and drafting and use of personal computers;
- Site analysis and planning;
- Erosion control; proper use of plant materials;
- Principles of ecology;
- Soil preparation, planting, and irrigation techniques;
- Landscape maintenance procedures;
- Principles of park and recreational development planning;
- Native and exotic plant materials best adapted to specific uses in various parts of California;
- Landscape architectural problems encountered in park or building locations and engineering work and their solutions;
- Basic knowledge of visual analysis and how such issues relate to the environmental impact process;
- Principles of program and project management;
- Various phases of engineering (relating specifically to landscape architecture), including planning processes and methods/systems planning, evaluation of alternatives and facility locations and design, construction, operation, and maintenance;
- Principles of personnel management and supervision;
- Planning, directing, and evaluating the work of a professional staff including other professional disciplines that may include a staff of landscape architects; and
- Factors which influence the impact of landscape architecture facilities on the environment, the community, and the economy.

Ability to:

- Do the less complex professional design work including site analysis, site planning, master planning, and planting design;
- Select proper plant materials to achieve desired effects and prevent soil erosion;
- Prepare sketches and plans for landscape architectural projects and coordinate the construction of such projects;
- Calculate quantities;
- Demonstrate artistic and creative aptitude;
- Analyze situations accurately and take effective action;
- Dictate correspondence, prepare written reports, and plan and make public presentations;
- Work effectively with others as a member of interdisciplinary planning or design teams;
- Prepare complex land use plans, devise programs for public participation in the planning process, plan working and construction details, and prepare landscape architectural plans;
- Estimate the cost of landscaping and related ground improvements and prepare construction specifications;
- Lay out and design surface drainage, irrigation, and sprinkling systems in connection with landscape projects;
- Use California native plant materials under a variety of conditions;
- Serve on project development teams as an authority on visual analysis issues;
- Create and select proper design, etc., to reduce unsafe conditions;
- Conduct public meetings, make public presentations, and address an audience effectively;
- Prepare technical directives and administrative orders;
- Correlate engineering or architectural features to proposed landscape projects; and
- Direct a large-scale landscape program; and
- Communicate effectively as demonstrated by the ability to organize ideas and present departmental policies to community groups, Federal, State, and local agencies.

LOCATION

The examination will be given by the California Coastal Commission and the San Francisco Bay Conservation & Development Commission on February 20, 2020.

FILING INFORMATION

CA State Applications (STD 678) may be filed by fax at (415) 904-5482, by email at HumanResources@coastal.ca.gov, or in person or by mail at the following address:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219

To apply for the examination and position, submit a CA State Application (STD 678), a resume and three examples of design portfolio work.

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT MAIL APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.

ELIGIBLE LIST INFORMATION

The names of successful competitors will become active on the departmental promotional eligible list for Senior Landscape Architect. A candidate may not compete more than once in a 12-month testing period for this examination. The departmental promotional eligible list will be used to fill positions at the San Francisco Bay Conservation and Development Commission. Candidate's list eligibility will expire 48 months after it is established unless the needs of the service and conditions of the merged list warrant a change in this period.

Career Credits will not be applied to this examination.

Veterans' Preference approved by the California Department of Human Resources will be applied to this examination. For more information and to apply for Veterans' Preference, go to <https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>.

GENERAL INFORMATION

The Examination/Employment Application (STD 678) is available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer account (www.CalCareers.ca.gov).

If you meet the requirements stated on this examination bulletin, you may take this competitive examination. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their scores.

The San Francisco Bay Conservation and Development Commission reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all applicants will be notified.

Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 2) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the exam bulletin.

CONTACT INFORMATION

It is the candidate's responsibility to contact the California Coastal Commission's Human Resources Office at (415) 904-5430 or toll-free at (866) 831-2540 or via email at HumanResources@coastal.ca.gov one week after the final filing date if she/he has not received notification (either a phone call or written notice) of the qualifications appraisal interview.

If a candidate's notice of examination interview fails to reach him/her prior to the day of the interview due to a verified postal error or invalid email address, she/he will be rescheduled upon written request.

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE WORKPLACE

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**California Coastal Commission
Human Resources office
45 Fremont Street, Suite 1930
San Francisco, CA 94105
Main Number: (415) 904-5430
Fax Number: (415) 904-5482
HumanResources@coastal.ca.gov**

**San Francisco Bay Conservation &
Development Commission
Bay Area Metro Center
375 Beale St., Suite 510
San Francisco, CA 94105
Main Number: (415) 352-3600
Fax Number: (888) 908-4876
HumanResources@coastal.ca.gov**